



UNITED STATES MARINE CORPS
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
BOX 788100
TWENTYNINE PALMS, CALIFORNIA 92278-8100

CCO 11100.1C
34
29 Jul 02

COMBAT CENTER ORDER 11100.1C

From: Commanding General
To: Distribution List

Subj: BUILDINGS AND FACILITIES ASSIGNMENTS

Encl: (1) Building/Facilities Usage Report (Sample Only)
(2) Unit Space Report (Sample Only)

Ref: (a) NAVFAC P-72
(b) P-164 NAVFACINST 11010.45
(c) Basic Facility Requirements
(d) NAVFAC P-80
(e) NAVFAC P-78
(f) DoD Facilities Cost Factor Handbook
(g) CCO P11014.4 SOP for FMD

1. Situation. To promulgate responsibilities and procedures concerning the assignment of buildings and facilities aboard the Combat Center.

2. Cancellation. CCO 11100.1B.

3. Mission

a. The Facilities Management Division (FMD) Facilities Planning Officer is responsible for the assignment of all buildings and facilities, the control of space allocations, and the maintenance of records reflecting such assignments.

b. All organizations and sections assigned buildings are responsible for them and will appoint a responsible officer. Responsible officers are accountable for the internal allocation of space, space utilization, housekeeping, police, maintenance, and general upkeep of the buildings or facility assigned.

4. Execution

a. Action

(1) Assignment/Recovery Procedures

(2) Facilities Management Division will do the following:

(a) The Facilities Planning Officer will assign buildings and facilities to directorates and major commands.

(b) The Facilities Planning Officer will publish an annual building and facilities assignment bulletin to review and update building and facilities records.

(c) Facilities Management Division may identify excess space in a facility for reassignment.

(3) Requesting unit will do the following:

(a) Submit enclosure (1) based on references (a) through (e) to the Facilities Planning Officer in order to request additional facilities or a change in facility assignment.

(b) Prior to granting any space requests, enclosure (2) must be filled out and turned into the Facilities Management Division. Enclosure (2), once completed and turned into FMD, will show how much space each person or function requires within each organization. Facilities Management Division will then utilize references (a) through (g) in order to verify the adequacy of existing space. If FMD finds the organization to have inadequate space they will allow the unit to request additional space.

(c) Departing activity/section will ensure that all repairs are completed or all maintenance work requests have been submitted to Facilities Maintenance prior to departure.

b. Definitions

(1) NAVFAC P-72 (reference (a) is the index of facility category codes. Each unit aboard MCAGCC, USMC, is assigned a specific amount of space and each space has a category code. Each category code corresponds to a facility requirement to complete a particular mission element.

(2) P-164 NAVFACINST 11010.45 reference (b) is used for supplementary guidance to assign facility category codes.

(3) The Basic Facility Requirement (BFR) reference (c) is a report that lists the total space requirement allotted to each tenant or division. The BFR for 29 Palms was last updated in July 2001 and a draft copy dated Jan 2002 has been submitted for approval and will be maintained at FMD.

(4) NAVFAC P-80 (reference (d)) is used to determine space requirements, and to develop or refine existing BFRs for each of the units. Once the requirements are determined the BFRs are used and compared to the existing quantity of space that the unit occupies.

(5) The Commanding Officers Readiness Rating System (CORRS) is a facilities and utilities evaluation used by the Department of Defense (DoD) to establish maintenance funding requirements. Commanding Officers Readiness Rating System reflects the quality and quantity of the existing infrastructure and its ability to support the intended mission.

(6) Property Record Card (PRC) fully describes the particular piece of property; be it Class I, land, or Class II, facilities and structures. Reference (b) has a complete inventory of the entire base facilities listed within.

(7) The Facility Planning Document is a balance sheet that is kept for the assignment of space. It contains a list of all existing space that is allocated to each Category Code, the BFR information, the condition of the existing space, and current maintenance and acquisition projects.

(8) The Facilities Cost Factor Handbook provides sustainment costs for types of buildings. Sustainment requirements can be forecasted accurately using unit cost factors adjusted for location:

REQUIREMENT = FACILITY QUANTITY X SUSTAINMENT COST FACTOR X AREA
COST FACTOR X INFLATION FACTOR

(9) It is important to notify the FMD if the prime use of a facility changes. In order to insure that a building can be properly maintained, we must have the correct usage of that building in our records. For example, if your space changes from a storage warehouse, to a vehicle maintenance warehouse the sustainment cost factor will change for that warehouse. It costs more to maintain a vehicle maintenance warehouse because people will be working in the space and it needs to be cooled and heated.

5. Administration and Logistics. Distribution Statement A-1 directives issued by the Commanding General are distributed via e-mail. This Order can be viewed at <http://www.29palms.usmc.mil/dirs/manpower/adj>.

6. Command and Signal

- a. Signal. This Order is effective the date signed.
- b. Command. This Order is applicable to the Marine Corps Total Force.


J. D. NICHOLS
Chief of Staff

DISTRIBUTION: A-1

BUILDING/FACILITIES USAGE REPORT (SAMPLE ONLY)

HEADING

11100
Date

From: Commanding Officer/Section Head
To: Head, Facilities Management Division (Attn: Facilities Planning Officer)

Subj: BUILDING/FACILITIES USAGE REPORT

1. The below list of building(s)/facilities are to be used by _____.
(unit)

<u>Assigned</u> <u>Buildings/Facility No.</u>	<u>Current</u> <u>Use</u>	<u>Responsible Officer</u> <u>(for each bldg)</u>	<u>Phone</u> <u>Number</u>
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Remarks

Signature

ENCLOSURE (1)

UNIT SPACE REPORT (SAMPLE ONLY)

<u>Grade/Rank</u>	<u>Square Feet Occupied</u>	<u>Square Feet Required</u> (leave blank for FMD)
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TOTAL SQ FT: _____

ENCLOSURE (2)